

Effective 30 November 1998

## Personnel Procurement

### Education Enlistment Credentials

For the Commander:

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**History.** This regulation revises USAREC Reg 601-101 which is effective 30 November 1998.

**Summary.** This regulation establishes policy, guidance, and procedures to be followed by personnel with the United States Army Recruiting Command when processing applicants for enlistment in the Regular Army and United States Army Reserve. It provides procedures for determining the proper educational tier status of applicants and applying education enlistment policy consistently.

#### Contents (Listed by paragraph number)

#### Chapter 1

##### General

Purpose • 1-1

References • 1-2

Explanation of abbreviations and terms • 1-3

Policy • 1-4

Headquarters, United States Army Recruiting

Command responsibilities • 1-5

Rctg Bde commanders' responsibilities • 1-6

Rctg Bn commanders' responsibilities • 1-7

Rctg Bn ESS' responsibilities • 1-8

On-site visits • 1-9

Tier evaluations • 1-10

Rctg Bn School Directory • 1-11

#### Chapter 2

##### Determining Proper Tier Status

Purpose • 2-1

High school diploma graduates (tier 1) • 2-2

Alternate HS credentials (tier 2) • 2-3

Less than an HSD (nonhigh school diploma graduate) (tier 3) • 2-4

#### Chapter 3

##### Processing

Purpose • 3-1

Advising applicants or prospects on education-related issues • 3-2

Credential laundering • 3-3

#### Chapter 4

##### Foreign Credentials

Evaluations required • 4-1

Documents needed • 4-2

**Applicability.** This regulation applies to all military and civilian personnel assigned, attached, detailed, or performing recruiting duties within the United States Army Recruiting Command. Failure by any United States Army Recruiting Command personnel to comply with the provisions of chapter 3 may subject soldiers to disciplinary action under the Uniform Code of Military Justice and civilian employees to disciplinary or adverse actions under Federal law and regulations.

**Proponent and exception authority.** The proponent of this regulation is the Director of Recruiting Operations. The proponent has the authority to approve exceptions to this regulation that are consistent with controlling law and regulation. Proponent may delegate the approval authority, in writing, to a division chief within the proponent agency in the grade of lieutenant colonel or civilian equivalent.

**Army management control process.** This

regulation contains management control provisions in accordance with AR 11-2 but does not identify key management controls that must be evaluated.

**Supplementation.** Supplementation of this regulation is prohibited.

**Suggested improvements.** The proponent agency of this regulation is the Office of the Director of Recruiting Operations. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to HQ USAREC (RCRO-TE), Fort Knox, KY 40121-2726.

**Distribution.** Distribution of this regulation has been made in accordance with USAREC Pam 25-30, distribution Y. This regulation is published in the Recruiter Management UPDATE.

Abbreviations and special terms used in this regulation are explained in the glossary.

#### Appendix A. On-Site Visit and Tier Evaluation Worksheets

#### Glossary

#### Chapter 1

##### General

#### 1-1. Purpose

This regulation establishes policy, guidance, and procedures to be followed by personnel within the United States Army Recruiting Command (USAREC) when processing applicants for enlistment in the Regular Army (RA) and the United States Army Reserve (USAR). It provides procedures for determining the proper educational tier status of applicants and applying education enlistment policy consistently.

#### 1-2. References

a. Required publication. AR 601-210 (Regular Army and Army Reserve Enlistment Program).

b. Related publication. USAREC Reg 601-45 (Recruiting Improprieties Policies and Procedures).

c. Required form. USAREC Fm 1015 (On-Site Visit and Tier Evaluation Worksheets).

d. Related forms.

(1) DD Form 4 (Enlistment/Reenlistment Document - Armed Forces of the United States).

(2) DD Form 1966 (Record of Military Processing - Armed Forces of the United States).

(3) USAREC Fm 1118 (Request for Reference).

#### 1-3. Explanation of abbreviations and terms

#### 1-4. Policy

a. The Army uses Department of Defense education enlistment criteria to select applicants with the greatest likelihood of successfully completing a full term of service.

b. First-term attrition cannot be eliminated. However, managing enlistment eligibility categories by accurately identifying applicants who are nongraduates or alternate credential holders allows the Army to decrease overall attrition and maintain its required end strength.

c. Military and civilian personnel assigned, attached, detailed, or performing recruiting duties within USAREC will familiarize themselves with and adhere to the provisions of this regulation.

#### 1-5. Headquarters, United States Army Recruiting Command responsibilities

a. The Director of Recruiting Operations is the proponent of this regulation and has staff responsibility for deciding how education criteria should be applied in determining the tier status of prospective recruits. The Director of Recruiting Operations has staff responsibility for granting or denying exceptions to this regulation based upon recommendations from recruiting brigade (Rctg Bde) commanders.

b. The Office of the Inspector General has staff responsibility for evaluating the implementation of this regulation during inspector general inspections.

#### 1-6. Rctg Bde commanders' responsibilities

\*This regulation supersedes USAREC Regulation 601-101, 2 April 1997.

a. Serve as the authority for enforcing the provisions of this regulation within the Rctg Bde.  
b. Recommend changes to this regulation to improve its efficiency.

c. Ensure the Rctg Bde education services specialist (ESS):

(1) Serves as the functional expert regarding how education qualification is interpreted and applied within the Rctg Bde.

(2) Provides the necessary training to the Rctg Bde.

(3) Recommends changes to this regulation to improve its efficiency.

(4) Maintains recruiting battalion (Rctg Bn) school directories from Rctg Bns within their Rctg Bde's area of operation.

#### **1-7. Rctg Bn commanders' responsibilities**

a. Designate the Rctg Bn ESS (or, in his or her absence, a substitute designee) to provide necessary training, management, and command emphasis to ensure compliance with the provisions of this regulation.

b. Ensure adherence to quality control procedures as they pertain to review of educational credentials.

c. Serve as approval authority for all on-site visits to determine school and/or adult education program tier classification. Name and signature required on USAREC Fm 1015 (On-Site Visit and Tier Evaluation Worksheets), section I.

#### **1-8. Rctg Bn ESS' responsibilities**

a. Serve as the Rctg Bn commander's functional expert on all matters relating to education enlistment eligibility and education credentials.

b. Provide the necessary training for all recruiting personnel.

c. Conduct on-site visits to all nonregionally accredited non-public schools and to public and non-public adult education schools and/or programs.

d. Act as the evaluating official for tier evaluation on individuals whose school or program requires further evaluation to determine tier status.

e. Publish an annual Rctg Bn School Directory.

#### **1-9. On-site visits**

a. On-site visits will be conducted on all nonregionally accredited non-public schools and all public and non-public adult education schools and/or programs whose credentials are used for RA and USAR enlistment programs.

b. The purpose of the visit is:

(1) To determine the method(s) of instruction.

(2) To determine if more than one program is offered (general educational development (GED), GED preparation, home study, correspondence, adult education).

(3) To ensure that the program is not a "diploma mill."

(4) To determine school and/or adult education program tier classification.

c. The ESS has the primary responsibility for conducting on-site visits. Other persons authorized to conduct on-site visits include: The Rctg Bn executive officer (XO), the Rctg Bn opera-

tions officer (S3) (commissioned officer), and recruiting company (Rctg Co) commanders. The individual conducting the on-site visit will complete USAREC Fm 1015, section I (see app A), and recommend school and/or adult education program tier classification. The Rctg Bn commander's name and signature is required on USAREC Fm 1015, section I, to approve tier classification. When the Rctg Bn commander is physically outside of the Rctg Bn a faxed copy of the form is acceptable.

d. On-site visits will be conducted on nonregionally accredited non-public schools and all public and non-public adult education schools and/or programs every 3 years to determine if there are any changes in the tier classification. Visits to new or previously unvisited schools or programs must be completed prior to Military Entrance Processing Station (MEPS) processing of any applicant. Visits will only be conducted on schools and/or programs within the Rctg Bn area.

e. On-site visits are not required on public (high schools (HS), continuation schools, alternative schools, and charter schools) and regionally accredited non-public HS. On-site visits are not required on schools and programs that issue an alternate credential (tier 2). Also, programs that have been classified as tier 2 as a result of an on-site visit do not require a revisit every 3 years.

f. All on-site visits will be recorded on USAREC Fm 1015, section I, dated 1 October 1998. On-site visits that were completed on previous editions of USAREC Fm 1015 prior to 30 September 1998, are valid for a period of 3 years or 30 June 1999, whichever occurs first.

g. The completed USAREC Fm 1015, section I, will be maintained on file at the Rctg Bn by the ESS for 3 years.

#### **1-10. Tier evaluations**

a. Tier evaluations will be completed on all applicants from public charter schools. Tier evaluations will also be completed on all applicants whose program and/or credential requires further evaluation based upon an on-site visit. The purpose of the tier evaluation is to determine if the individual meets the criteria for education enlistment eligibility.

b. The Rctg Bn ESS is the primary evaluating official for tier evaluations. In the absence of the ESS, the XO or S3 (commissioned officer) may act as the evaluating official. All tier evaluations require completion of USAREC Fm 1015, section II (see app A). The tier evaluation will determine the applicant's tier status.

c. Documents are required for completion of USAREC Fm 1015, section II, for a high school senior (HSSR) from a public charter school, a non-public school whose applicants require further evaluation or a student currently enrolled and attending adult education.

(1) For enlistment into the Delayed Entry Program (DEP) or USAR:

(a) Official or certified letter from the educational institution indicating date of enrollment, class attendance, and expected graduation date, or

(b) School transcripts with listing of expected

graduation date.

(2) A copy of the form will go in the enlistment packet and a copy will be maintained on file in the ESS' office.

(3) Upon completion of the education program and prior to accessing or shipping for active duty (AD) or for initial active duty for training (IADT) the following documents are required:

(a) School transcripts, and

(b) Diploma.

(4) USAREC Fm 1015, section II, will only be completed for enlistment into the DEP or USAR. Another USAREC Fm 1015, section II, is not required prior to accessing or shipping for AD or IADT. However, to ensure that the applicant graduated from the school or program enrolled in, a review of the school transcripts, diploma, and USAREC Fm 1015 by an evaluating official is required. The signature and date of the evaluating official in the "Comments" section of USAREC Fm 1015, section II, will signify that the education documents have been reviewed and that tier I status is confirmed.

d. Documents are required for completion of USAREC Fm 1015, section II, for an HS graduate from a public charter school, a non-public school whose applicants require further evaluation, or a graduate from an adult education program.

(1) For enlistment into the DEP and USAR:

(a) School transcripts, and

(b) Diploma.

(2) A copy of USAREC Fm 1015, section II, will go in the enlistment packet and a copy will be maintained on file in the ESS' office.

e. The evaluating official will review the applicant's education documents to determine tier status. Telephone verification is also authorized. Only those applicants enrolled in or who graduated from an HS or adult education program in which the principal method of instruction used to obtain the credential is classroom-based will be tier 1. The evaluating official is the approving authority for all tier evaluations.

f. In the case of missing education documents, Rctg Bns can request an exception to policy. Any request for an exception should be accompanied by documentation verifying the educational status of the applicant. All exceptions will be forwarded to HQ USAREC (RCRO-PP), Fort Knox, KY 40121-2726, and will be handled on a case-by-case basis.

#### **1-11. Rctg Bn School Directory**

a. The Rctg Bn ESS is responsible for publishing an annual Rctg Bn School Directory listing all the HS and approved education programs used to enlist individuals into the RA and USAR.

b. The Rctg Bn School Directory will be divided into three categories:

(1) Tier 1 programs.

(2) Tier 1 programs (tier evaluation required).

(3) Tier 2 programs.

c. The school directory will list:

(1) Tier 1 programs. Established HS (no on-site visit required) and those non-public schools and adult education programs that have been approved by the Rctg Bn commander based on information obtained during an on-site visit. They are:

- (a) Public traditional HS.
- (b) Public continuation HS.
- (c) Public alternative HS.
- (d) Public adult education (on-site visit, Rctg Bn commander tier 1 classification).
- (e) Non-public regionally accredited HS.
- (f) Non-public schools (on-site visit, Rctg Bn commander approved tier 1 classification).

(g) Non-public adult education (on-site visit, Rctg Bn commander approved tier 1 classification).

(2) Tier 1 programs (tier evaluation required). Public charter schools and those non-public and adult education programs that require a further evaluation of the applicant's credential based on information obtained during an on-site visit. They are:

- (a) Public charter schools.
- (b) Public adult education (on-site visit determined tier evaluation required).
- (c) Non-public schools (on-site visit determined tier evaluation required).
- (d) Non-public adult education (on-site visit determined tier evaluation required).

(3) Tier 2 programs. Those schools and/or programs that as a result of an on-site visit and completion of USAREC Fm 1015, section I, are classified as tier 2. The ESS may also list those programs within the Rctg Bn area that by definition are alternate HS credentials (para 2-3).

d. School information required includes: Name of the school, location of the school (city and state), and for those schools and/or programs that require an on-site visit, the date of the last on-site visit. Other information (telephone number, type of institution, recruiting station identification, etc.) can be added but is not required.

e. The ESS will provide a copy of the annual Rctg Bn School Directory to the S3, the senior guidance counselor (SGC) at each servicing MEPS, Rctg Co commanders, recruiting station (RS) commanders, and the Rctg Bde ESS. The ESS will maintain a file copy and is responsible for keeping the school directory up to date. Updates to the school directory will be forwarded to the field as needed and can be sent hard copy through distribution or electronically via computers (cc:Mail).

f. Applicants from schools and/or programs not listed in the Rctg Bn School Directory may not be scheduled for MEPS processing. If a school and/or program is not listed in the school directory the field force should contact the Rctg Bn ESS for tier classification.

g. Education credentials outside the Rctg Bn area must also be validated. Verification by the field force can be made by contacting the Rctg Bn (S3 or ESS) where the school is located. Tier classification is the responsibility of the Rctg Bn where the school and/or program is located.

h. Regionally accredited non-public schools will be considered established HS and do not require an on-site visit to determine tier classification. The Rctg Bn ESS will obtain proof of regional accreditation (refer to paras 2-2b(1) through (7) prior to inclusion in the school directory. Verification of a school's regional accreditation will be kept on file by the Rctg Bn ESS.

i. Public charter schools do not require an on-site visit to determine tier classification, however,

each applicant from a public charter requires a tier evaluation to determine tier status. Public charter schools will be listed as tier 1 (tier evaluation required). The Rctg Bn ESS will obtain a listing of charter schools from the state department of education prior to inclusion in the school directory. A copy of the list will be kept on file by the Rctg Bn ESS.

j. All public HS credentials except for public charter schools will be taken at face value. However, when a Rctg Bn guidance counselor (GC) detects questionable credentials (public or non-public) the credential will be referred to the Rctg Bn ESS for further evaluation. Public high school diplomas (HSD) which are determined by the ESS to be test-based (GED) or correspondence will be classified as tier 2.

## Chapter 2 Determining Proper Tier Status

### 2-1. Purpose

This chapter is designed to establish specific verification requirements imposed by Headquarters, United States Army Recruiting Command (HQ USAREC) in addition to regulatory requirements on education credentials established by AR 601-210. It is not a function or responsibility of the ESS to assign specific education enlistment codes.

### 2-2. High school diploma graduates (tier 1)

a. High school diploma graduate (HSDG) (Military Entrance Processing Reporting System (MEPRS) Code 12L) (Recruit Quota System (REQUEST) Code 12 HSDG). Needed for verification:

- (1) Diploma or;
- (2) Certified transcript from school that issued diploma (must indicate individual graduated and received diploma) or;
- (3) Miniature HSD issued by the HS (acceptable if it does not solicit business patronage).
- (4) Telephonic verification for RA DEP member only by commissioned officer, operations noncommissioned officer, first sergeant, GC, or ESS if others not available.

(5) Requests for exception will be entertained by HQ USAREC (RCRO-PP) for applicants with an HS letter that verified an individual's graduation and states that a diploma will not be issued until financial obligations are met.

b. High school diploma graduate via college credit (HSDC) (MEPRS Code 128) (REQUEST Code 12 HSDC). An individual who has successfully completed at least 15 semester or 22 quarter or 675 clock hours of postsecondary education credits from an institution listed in the current or applicable Accredited Institutions of Postsecondary Education books. Any postsecondary school that meets the criteria of AR 601-210 and is not listed in the Accredited Institutions of Postsecondary Education books, but is accredited by one of the following accrediting bodies may be used provided that proof of accreditation is obtained:

- (1) NEA - The New England Association of Colleges and Secondary Schools.
- (2) MSA - Middle States Association of Colleges and Secondary Schools.

(3) NCA - North Central Association of Colleges and Secondary Schools.

(4) NWA - North West Association of Colleges and Secondary Schools.

(5) SACS - Southern Association of Colleges and Schools.

(6) WASC - Western Association of Schools and Colleges.

(7) WASC-Sr. - Western Association of Schools and Colleges/Accrediting Commission for Senior Colleges and Universities.

(8) Official transcripts from postsecondary institutions listed in the Accredited Institutions Postsecondary Education books will be accepted for HSDC.

(9) Transcripts required to establish HSDC eligibility must convey the number of semester, quarter, or clock hours acquired in accordance with the accrediting plan of the institution as shown in the applicable Accredited Institutions of Postsecondary Education books. Semester and/or quarter hours will be accepted from any accredited institution in the Accredited Institutions of Postsecondary Education books.

(10) Combining of semester hours with quarter hours or combining clock hours with either semester or quarter hours is allowed via the following formula:

- (a) 45 clock hours = 1 semester hour.
- (b) 1.5 quarter hours = 1 semester hour.
- (c) When converting semester, quarter, or clock hours use the formula in AR 601-210, paragraph 2-22 and (a) and (b) above.

(11) Clock hours from two or more accredited postsecondary vocational-technical schools may be combined.

(12) Credits awarded for military service training (i.e., basic training, advanced individual training, or other military training) or life experiences are not acceptable for enlistment purposes. Credits earned from testing or for the pursuit of HS equivalency are not acceptable. Credits from schools that are candidates for accreditation may not be used.

(13) College classes numbered below 100 may be used only if the college or university applies them to a degree-producing program.

(14) Foreign credentials must be evaluated in accordance with AR 601-210.

c. HSD via adult HS education diploma (MEPRS Code 12B) (REQUEST Code 12 ADUL). A secondary school diploma awarded on the basis of attending and completing an adult education or "external" diploma, regardless of whether the diploma was issued by a secondary or postsecondary institution. Diploma must have been issued as a result of classroom attendance and not issued solely on the basis of a test. Any adult education diploma that was obtained by attending remedial classroom instruction for adults to correct skill deficiencies to prepare for the GED examination will be considered tier 2.

(1) Applicants being processed from Rctg Bn commander approved adult education programs must have a diploma, certificate, or original or certified copy of their transcripts.

(2) Applicants being processed from adult education programs that require further evaluation (tier evaluation) must follow the procedures outlined in paragraph 1-10d.

d. Currently enrolled in adult education or college (MEPRS Code \_\_\_\_ (YRS) M) (RA REQUEST Code \_\_\_\_ (YRS) ENRL) (USAR REQUEST Code \_\_\_\_ (YRS) ADULT). Applicants currently in pursuit of tier 1 status via adult education or college who upon successful completion will meet the provisions outlined in b and c above may be enlisted in this category. Applicants in pursuit of tier 1 status via college semester or quarter hours must attain the required credits upon completion of the current semester or quarter of enrollment. Applicants in pursuit of tier 1 status via an adult HS education program must be expected to graduate within 365 days for RA enlistment and 270 days (360 days for ages 17 to 18 1/2) for USAR enlistment. Applicants attending postsecondary institutions in pursuit of tier 1 status through clock hours are not permitted to enlist (DEP or Delayed Training Program (DTP)) until 675 clock hours have been earned and can be documented by official transcript. These individuals may be processed for enlistment after required documents are obtained and proper verification procedures have been accomplished as established below.

(1) Documents and verification procedures required for applicants currently enrolled in Rctg Bn commander approved adult education programs are as follows:

(a) For DEP and DTP, official or certified letter from the educational institution indicating date of enrollment, class attendance (must be enrolled and attending), and the date the individual is expected to complete the program and receive a diploma.

(b) Upon completion from the approved adult education program, and prior to accessing and shipping for AD or for IADT, refer to c(1) above.

(2) Documents and verification procedures for applicants currently enrolled in adult education programs that require further evaluation (tier evaluation) refer to paragraphs 1-10c(1), (2), (3), and (4).

(3) Documents and verification procedures for applicants currently in pursuit of an HSDC are as follows:

(a) An official or certified letter from the educational institution which verifies enrollment in the current term (semester, quarter, or trimester).

(b) Individuals who have already met the minimum requirements for HSDC status under the provisions of b above, and who are currently continuing their attendance at an accredited institution listed in the Accredited Institutions of Postsecondary Education books will be enlisted as an HSDC credential holder. These applicants will be coded as COLL rather than ENRL.

(c) Individuals must have official transcripts prior to accessing or shipping for AD for RA or IADT for USAR. Transcripts that are issued by the institution stamped "Issued to Student" or "Student Copy" are acceptable.

(4) RA DEP members currently in pursuit of tier 1 status through an adult education program or college that fail to graduate or meet the minimum 15 semester or 22 quarter hours of college level (postsecondary) credit will be considered failed to graduate and will be DEP separated. These individuals should be encouraged to

return to school. Should they obtain their education credential and reapply for enlistment, they must still be otherwise qualified based on DEP constraints and enlistment policies in effect at that time.

e. HSSR (MEPRS Code 11S) (REQUEST Code 11 years HSSR). An individual who is currently enrolled in the 12th grade of an established HS and is expected to graduate within 365 days for RA or 270 days (360 days for ages 17 to 18 1/2) for USAR, or meets the requirements of (2) below. Verification of this status is required on all individuals enlisting in this category.

(1) This status will not change to HSDG until provisions of d(1)(a) above are met. Applicants will be advised that on or prior to accessing or shipping on AD or IADT, their HSD will be provided to their recruiter. Recruiters will then provide the diploma or certified copy to the GC to verify graduation. The GC will then place a copy in the applicant's reception battalion (ship) packet and ensure that a copy is forwarded to the applicant's residual file maintained at the Rctg Bn.

(2) An individual not in the 12th grade who is enrolled in an accelerated program and will meet the requirements for graduation and complete school attendance within 365 days for RA or 270 days (360 days for ages 17 to 18 1/2) for USAR may enlist in this category. For USAR, applicant must be in a full senior curriculum course of study. These individuals must have an official letter issued by the HS on official school letterhead signed by a qualified school official verifying this status.

(3) Verification may be obtained in writing. Written verification must be on the school's letterhead stationery, signed by a qualified school official (principal, vice principal, registrar, counselor, or custodian of school records, so designated by the principal).

(4) Telephonic verification is authorized for enlistment into the DEP and DTP. Verification must be accomplished by a commissioned officer, S3, operations noncommissioned officer, first sergeant, ESS, or SGC assigned to USAREC. Telephonic verification will be recorded on a memorandum for record which will be included and maintained in the applicant's enlistment packet.

(5) Seniors who have enlisted into the RA DEP and subsequently fail to meet graduation requirements prior to AD date will be DEP separated. These individuals should be encouraged to return to school. They may reapply for enlistment when the required education credentials are obtained. These individuals must be informed that this does not constitute a commitment on behalf of the Army for enlistment upon completion of the education program they pursue. Should they obtain their education credentials and reapply for enlistment, they must still be otherwise qualified based on DEP constraints and enlistment policies in effect at that time.

f. Currently in high school (CIHS) (MEPRS Code 109) (REQUEST Code 10 CIHS). An individual who is currently in his or her junior year of HS and who has completed the 10th grade. This enlistment category is applicable for USAR alternate training program only. These individuals

will attend IADT (basic training) phase 1 after completion of the 11th grade (junior year) and attend phase 2 (advanced individual training) after graduation from HS. Verification of education status is required as follows:

(1) Verification requirements are the same as an HSSR outlined in e above.

(2) If a report card or transcript is used, it must show advancement or placement into the 11th grade.

(3) Recruiters will verify with school officials the last day of required classroom attendance of the junior year and when classes will begin for the senior year and the expected date of graduation. Verification must also state point of contact and telephone number. This information will be entered in the Remarks section of DD Form 1966 (Record of Military Processing - Armed Forces of the United States). This information is needed by the GC in making an REQUEST reservation since they are required to enter a mandatory return date of 10 weeks from the individual's recruit ship week date.

(4) An REQUEST reservation will not be made on an individual who is scheduled to return from training after classes are scheduled to start for their senior year. However, an REQUEST reservation may be made if letters from both school officials and parents are obtained verifying that they are aware of the situation and have no objections. These letters will be included in the applicant's enlistment packet and retained in the Rctg Bn's residual file.

g. Any National Guard Challenge Program student or participant who completes the program and is awarded an HSD or HS equivalency certificate will be classified as tier 1. Document verification is required. The tier classification of this program will be continually updated and monitored at command level.

## **2-3. Alternate HS credentials (tier 2)**

a. The alternate credential category includes the HS equivalency credentials listed below (refer to AR 601-210 for definitions of each category).

(1) Test based equivalency diploma (MEPRS Code \_\_\_\_ (yrs) E) (REQUEST Code \_\_\_\_ years GEDH).

(2) Occupational program certificate of attendance (MEPRS Code \_\_\_\_ (yrs) C) (REQUEST Code \_\_\_\_ years VOCT).

(3) Correspondence school diploma (MEPRS Code \_\_\_\_ (yrs) 7) (REQUEST Code \_\_\_\_ years CORR).

(4) Home study diploma (MEPRS Code \_\_\_\_ (yrs) H) (REQUEST Code \_\_\_\_ years HOME).

(5) HS certificate attendance (MEPRS Code \_\_\_\_ (yrs) J) (REQUEST Code \_\_\_\_ years ATTN).

(6) Any other credential not classified as a tier 1 credential.

b. In addition to the credentials listed above, there are a variety of miscellaneous education programs which employ nonclassroom-related instructional methodologies that issue credentials which are frequently found to be tier 2. Some of the most frequently encountered programs of this type are listed below.

(1) State adult basic education (ABE) programs. These programs are administered by a state GED or ABE administrator's office within each state's department of education. State ABE programs provide remedial classroom instruction for adults who wish to correct skill deficiencies or prepare for the GED examination. While all states issue a certificate on the basis of GED tests, the actual title of the credential varies from state to state. Most states issue a credential that bears the word "equivalency"; some states issue credentials with titles that may be almost indistinguishable from an HSD issued by established HS.

(2) State sponsored external HSD programs. These programs which originated in New York, comprise a variety of alternative or adult diploma programs and are designed to provide adults with an alternative to the GED. They are HS crediting programs for adults who have acquired skills through experiential (or life experience) learning. This diploma is usually test based and is earned by demonstrating competencies through an applied performance assessment system.

(3) Job Corps HS programs. These programs have traditionally been authorized by the Department of Labor to operate as GED preparation and skill acquisition centers only. The basic education programs at most centers are comprised of GED preparation classes designed to assist prospective examinees in meeting state GED preparation and HS completion programs. Job Corps HS completion programs which are registered with the state department of education, secondary programs, or have a classroom based curriculum which is clearly distinguishable from GED preparation may be classified as tier 1. The Rctg Bn ESS will determine the tier classification of the Job Corps HS completion program during an on-site visit. Postsecondary programs that issue clock hours, semester, or quarter hours must be listed in the Accredited Institution Postsecondary Education books to meet tier 1 requirements.

(4) Occupational program certificate of attendance. Any individual who is awarded a certificate for attending a noncorrespondence vocational, technical, or proprietary secondary school program for at least 6 months who has also completed 11 years of regular day school.

#### **2-4. Less than an HSD (nonhigh school graduate (NHSG)) (tier 3)**

a. These are noncredential holders (MEPRS Code \_\_\_\_ (yrs) 1) (REQUEST Code \_\_\_\_ years NHSG).

b. This category is applicable to individuals who have not graduated from HS and have not received an alternate credential listed in paragraphs 2-2 and 2-3.

### **Chapter 3 Processing**

#### **3-1. Purpose**

This chapter prescribes processing procedures and command guidance to be employed when advising applicants on education-related issues, identifying and reporting questionable education programs through appropriate command chan-

nels, and handling cases that arise which are not adequately addressed in this regulation. Deviations from these procedures may be made only with the specific approval of HQ USAREC (RCRO-TE).

#### **3-2. Advising applicants or prospects on education-related issues**

In the case of tier 2 or tier 3 applicants or prospects, the following actions will be taken when discussing available options to applicants desiring to qualify as alternate credential holders (tier 2) or HSDG (tier 1):

a. Inform the applicant that the Army enlists only a small number of NHSG prospects each year. In accordance with the Department of Defense "stay in school policy," applicants obtaining an HSD or HS equivalency certificate prior to enlistment may qualify for increased Army opportunities and options. Since Army accession policy is updated frequently depending on the manpower needs of the Army, completing education requirements does not necessarily ensure that the applicant will qualify to enlist.

b. Only the following guidance will be conveyed to applicants as viable options for meeting the Army's education enlistment standards:

(1) Return to HS; this option may be available only for recent HS dropouts.

(2) Attend and successfully complete 15 semester, 22 quarter hours, or 675 clock hours of postsecondary education from an institution listed in the current edition of the Accredited Institutions of Postsecondary Education books.

(3) Enroll in the local public school district's adult HS credit program, if one is available.

c. If the NHSG applicant expresses interest in pursuing one of these options, prospects must be referred to one of the following local representatives in the community where the applicant resides:

(1) Local public HS counselor.

(2) Local guidance personnel at accredited public colleges or universities that are listed in the most current edition of the Accredited Institutions of Postsecondary Education books.

(3) Local public school district point of contact for adult education.

(4) Local state administered GED test center director at applicable location.

d. In all cases, RS commanders and recruiters will only refer applicants to educational personnel responsible for applicable education programs within their Rctg Co recruiting zone. Under no circumstances will a recruiter recommend a specific commercial (non-public) education program or vendor.

e. Further, recruiters are prohibited from transporting applicants to, or assisting them in registering in any education program or institution for the purpose of qualifying for enlistment.

f. Recruiter initiated involvement with school officials for the purpose of developing an alternative HS degree completion program is prohibited.

#### **3-3. Credential laundering**

a. Credential laundering is defined as "recruiter advice or assistance provided to an applicant or prospect for the purpose of, or which

has the effect of, converting or transferring a tier 2 credential to a tier 1 credential solely for the applicant or prospect to meet the Army's tier 1 education enlistment requirements."

b. Recruiters are prohibited from participating in credential laundering activities. This includes transporting applicants to education institutions except to obtain HS letters, diplomas, USAREC Fm 1118 (Request for Reference) (personal reference), or other required documents for the enlistment packet.

c. Realizing the difficulty the recruiter faces in scrutinizing the instructional methods used by public schools in their various educational programs, public HSD will be accepted at face value (see para 1-11j).

d. For additional prohibitions see USAREC Reg 601-45.

### **Chapter 4 Foreign Credentials**

#### **4-1. Evaluations required**

a. Applicants who have completed HS or who have college credits from foreign colleges or universities must have their documents evaluated and accredited by one of the agencies listed in AR 601-210.

b. Foreign credentials may also be evaluated and accepted from any institution that holds accreditation in the current Accredited Institutions of Postsecondary Education books so long as it is degree producing.

c. There are schools located in countries, territories, and nations listed in AR 601-210 to include Department of Defense Dependent Schools and Department of State overseas schools, which are exempt from evaluation requirements, and their education documents will be treated in the same manner as any U.S. public school. Credentials from any of these schools will be accepted in the same manner as any U.S. public school.

d. Foreign adult education programs will not be excepted unless they are from a country, territory, or nation listed in AR 601-210 as exempted from the foreign education rule. Adult education from Canada may be accepted if a telephonic tier status verification is made by the ESS and approved by the Rctg Bn commander. The same criteria applies to these schools as any U.S. adult program. (Telephonic is in lieu of site visit.)

e. Applicants who have graduated from a Puerto Rico adult education program receive a GED certificate, however these programs may be tier 1. Contact the ESS in Miami or Puerto Rico on each applicant for an individual tier evaluation.

#### **4-2. Documents needed**

Applicants who have had foreign HS or college credits from foreign colleges or universities properly evaluated must present the following documents in order to qualify for enlistment. These documents must be included in the individual's enlistment packet and residual file:

a. A copy of the diploma and/or transcripts.

b. The translation of the documents to English, if required.

c. The evaluation of the credential by the state board of education, educational institution, or agency.

## Appendix A

### On-site Visit and Tier Evaluation Worksheets

**A-1.** USAREC Fm 1015 (see fig A-1) has a dual purpose. Section I evaluates schools and education programs to determine tier classification and section II evaluates individual credentials to determine tier status.

**A-2.** Section I must be completed on all nonregionally accredited non-public schools and all public and non-public adult education programs (see table A-1). The purpose of the on-site visit is to determine school and/or adult education program tier classification. Persons authorized to conduct on-site visits are: The Rctg Bn ESS, S3 (commissioned officer), XO, and Rctg Co commanders. Guidelines for determining school and/or program tier classification follow the last question on the worksheet. The person conducting the on-site visit will make the recommendation for tier classification. The Rctg Bn commander's approval of the tier classification and signature

is required on the form. A copy of the on-site visit will be kept on file in the ESS' office and is valid for 3 years.

**A-3.** Section II must be completed on applicants from public charter schools and on applicants whose program requires further evaluation (see table A-1). The purpose of the tier evaluation is to determine if the individual meets the criteria for education enlistment eligibility. The evaluation can be done telephonically and/or upon review of the applicant's education documents. The evaluating official is the Rctg Bn ESS. In the absence of the ESS, the XO or S3 (commissioned officer) may act as the evaluating official. An applicant who is enrolled in or has received an HS or adult education credential from an education institution in which the applicant's principal method of instruction is classroom based will be considered tier 1. The name and signature of the evaluating official is required on the form. A copy of the tier evaluation worksheet will go in the enlistment packet and a copy will

be kept on file in the ESS' office.

**A-4.** When a DEP or DTP member graduates from the school or program enrolled in, a review of the enlistment packet by an evaluating official is required. The evaluating official will review the education documents and USAREC Fm 1015 to verify that all the requirements were met for tier 1 status. The signature and date of the evaluating official in the "Comments" section of USAREC Fm 1015, section II, will signify that the packet has been reviewed and that the tier status has been confirmed.

**A-5.** Cases where the evaluation official can not determine an applicant's tier status should be forwarded to the Rctg Bde ESS for review. If still no determination is reached, the Rctg Bde will forward documents to HQ USAREC (RCRO-TE-EB), Fort Knox, KY 40121-2726, for tier evaluation.

**A-6.** USAREC Fm 1015 will not be distributed below Rctg Co level.

**Table A-1**  
Education credential, on-site visit, tier evaluation

Education Credential	On-Site Visit	Tier Evaluation
Public traditional HS	No	No
Public continuation HS	No	No
Public alternative HS	No	No
Public charter HS	No	Yes
Public adult education	Yes	*
Non-public regionally accredited HS	No	No
All other non-public schools	Yes	*
Non-public adult education	Yes	*

\*Completion of on-site visit will determine if a tier evaluation is required.

## On-Site Visit and Tier Evaluation Worksheets

(For use of this form see USAREC Reg 601-101)

### Section I. On-Site Visit Worksheet

Section I must be completed on all nonregionally accredited non-public schools and all public and non-public adult education programs. The purpose of the on-site visit is to determine school and/or adult education program tier classification.

Name of School/Program: Heritage Christian Academy

Address: 114 Main St., Pittson, PA 18640 Telephone No: (717) 654 8239

Point of Contact: Mr. Len Shathus Title: Principal

On-Site Visit Conducted By: CPT Pat Peters Date of Visit: 1 Oct 98

Type of Institution (*check one*): ☒ Non-Public School ☐ Adult Education

Complete *all* of the following questions:

1. Does this school/program have multiple tracks (GED, Adult Education, Correspondence, and Home Study) that award identical diplomas? Yes ☐ No ☒
2. Does this school/program award credit for GED and GED preparation? Yes ☒ No ☐
3. Does this school/program award credit for life experiences, home study, or practical competencies (balancing checkbook, personal hygiene, first aid, etc.)? Yes ☐ No ☒
4. Does this school/program conduct regular classes and require classroom attendance? Yes ☒ No ☐
5. Does this school/program provide teacher-directed (i.e., lecture, computer assisted, self-paced, or modular unit) classroom instruction? Yes ☒ No ☐
6. Does this school/program provide transcripts and award a diploma? Yes ☒ No ☐

Guidelines for determining school or program tier classification:

- If no to questions 1 through 3 and yes to questions 4 through 6, then *Tier 1*.
- If no to any of the questions 4 through 6, then *Tier 2*.
- If yes to any of the questions 1 through 3 and yes to questions 4 through 6, then *tier evaluation required*.

NOTE: Any school or program whose primary purpose is to provide individuals with an education credential to enter the military will be classified as *Tier 3*.

Recommended tier classification:

☐ Tier 1 ☐ Tier 2 ☐ Tier 3 ☒ Tier Evaluation Required

Rctg Bn Cdr's Approval (*Name*):

LTC George Clarke

Date:

2 Oct 98

Signature:

/signed/

USAREC Fm 1015, Rev 1 Oct 98 (Previous editions are obsolete)

Figure A-1. Sample of a completed USAREC Fm 1015

UPDATE • USAREC Reg 601-101

<b>Section II. Tier Evaluation Worksheet</b>	
Section II must be completed on all applicants whose program requires further evaluation. The purpose of the tier evaluation is to determine if the <i>individual</i> meets the criteria for education enlistment eligibility.	
Name of Applicant: <u>Francis Hall</u> RSID: <u>1E8V</u>	
Name of School/Program: <u>Heritage Christian Academy</u>	
School/Program Address: <u>114 Main St., Pittson, PA 18640</u>	
School/Program Telephone No: <u>(717) 654-8239</u>	
School/Program Point of Contact: <u>Mr. Shathus</u> Title: <u>Principal</u>	
Type of institution ( <i>check one</i> ): <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <span><input checked="" type="checkbox"/> Non-Public School</span> <span><input type="checkbox"/> Adult Education</span> <span><input type="checkbox"/> Public Charter School</span> </div>	
Complete the following questions:  1. The applicant from this school/program is: <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 45%;">           a. <input type="checkbox"/> Currently enrolled             b. <input checked="" type="checkbox"/> A Graduate         </div> <div style="width: 45%;">           enrollment date: _____            expected graduation date: _____             or            Graduation Date: <u>22 May 98</u> </div> </div> 2. The type of education program currently enrolled in or a graduate of: <div style="margin-top: 10px;"> <input checked="" type="checkbox"/> High School               <input type="checkbox"/> Adult Education               <input type="checkbox"/> GED/GED Prep               <input type="checkbox"/> Correspondence               <input type="checkbox"/> Home Study           </div> 3. The principal method of instruction used: <div style="margin-top: 10px;"> <input checked="" type="checkbox"/> Classroom Based               <input type="checkbox"/> Test Based               <input type="checkbox"/> Home Study               <input type="checkbox"/> Correspondence               <input type="checkbox"/> Competencies           </div> 4. Comments: _____ _____ _____	
Based upon my evaluation the applicant's tier status is: <input checked="" type="checkbox"/> Tier 1 <input type="checkbox"/> Tier 2 <input type="checkbox"/> Tier 3	
Evaluating Official ( <i>Name</i> ):  Mr. Brian Gibbons, Education Services Specialist	Date:  18 Oct 98
Signature:  /signed/	
NOTE: Item 1a (currently enrolled) requires review of education documents upon graduation.	

**Figure A-1. Sample of a completed USAREC Fm 1015 (Continued)**



## Glossary

### Section I Abbreviations

#### ABE

adult basic education

#### AD

active duty

#### CIHS

currently in high school

#### DEP

Delayed Entry Program

#### DTP

Delayed Training Program

#### ESS

education services specialist

#### GC

guidance counselor

#### GED

general educational development

#### HQ USAREC

Headquarters, United States Army Recruiting Command

#### HS

high school

#### HSD

high school diploma

#### HSDC

high school diploma graduate via college credit

#### HSDG

high school diploma graduate

#### HSSR

high school senior

#### IADT

initial active duty for training

#### MEPRS

Military Entrance Processing Reporting System

#### MEPS

Military Entrance Processing Station

#### NHSG

nonhigh school graduate

#### RA

Regular Army

#### Rctg Bde

recruiting brigade

#### Rctg Bn

recruiting battalion

#### Rctg Co

recruiting company

## REQUEST

Recruit Quota System

## RS

recruiting station

## S3

operations officer

## SGC

senior guidance counselor

## USAR

United States Army Reserve

## USAREC

United States Army Recruiting Command

## XO

executive officer

### Section II Terms

#### accession

An individual who has entered AD into an RA program or enlisted into a USAR program.

#### accreditation (of a school)

Recognition by a separate agency of an institution's maintenance of standards that qualify its graduates for admission to higher or more specialized institutions or for professional practice. Accreditation of postsecondary schools is given by national and regional accrediting bodies listed in the Accredited Institutions of Postsecondary Education books.

#### Accredited Institutions of Postsecondary Education

The publication provided through the American Council on Education required by AR 601-210 and this regulation to verify postsecondary education credentials used for tier 1 status and to obtain advanced pay grades. This publication was called COPA for years 86-87 through 92-93. The publication was called CORPA for years 93-94 through 95-96. The publication will be called Council on Higher Education Accreditation (CHEA) starting with the 96-97 edition.

#### adult basic education

Remedial schooling for adults who are deficient in academic skills or credentials, usually because they have dropped out of traditional schooling. Among professional adult educators, ABE is often used to designate a program or curriculum for those diagnosed as possessing less than 8th grade skills or credentials. State sponsored ABE programs are often associated with GED programs that use passing of GED tests as the final criterion for issuance of an HS equivalency certificate.

#### adult education

An academic instructional program designed to meet and fulfill the unique needs of adults and youths beyond the age of compulsory school attendance who have interrupted their HS formal education. This program may be provided by a school system, college, or other education agency. Instruction provided ordinarily consists

of HS level courses. HSD or equivalent certificates are often awarded upon completion of the program.

#### alternate credential holders

Individuals who possess secondary certificates or diplomas from schools or programs that use nontraditional techniques and/or require other than fulfillment of traditional requirements (e.g., class attendance) for graduation.

#### applicant

A person who has begun processing for enlistment or Individual Ready Reserve transfer into the RA or any other USAR Component of the Army.

#### attrition

Not completing a first term of enlistment.

#### candidate for accreditation

A postsecondary school with a status of affiliation with a recognized accrediting commission. Such a status indicates that the institution has achieved initial recognition and is progressing toward, but is not assured of, accreditation. A candidate school is not an accredited school.

#### charter school

A public HS that operates under a charter or contract from a local school board, a state board of education, or a public university. Charter schools are designed by groups of parents, teachers, school administrators, members of the community, and/or private corporations. They operate with considerable autonomy in areas such as curriculum, instruction, budget, and personnel. Charter schools offer a new approach to public school education.

#### CHEA

Council on Higher Education Accreditation, education verification source starting with the 96-97 edition.

#### classroom attendance

Classroom attendance is defined as physically in a classroom environment receiving classroom instruction.

#### classroom instruction

Classroom instruction is defined as instruction conducted in a classroom environment consisting of participatory attendance directed by a teacher (i.e., to include but not limited to lecture, computer-assisted instruction, self-paced, and modular units).

#### college

A postsecondary school which offers general or liberal arts education usually leading to a first degree (junior colleges and community colleges are included). The institution must be accredited and listed in the current edition of the Accredited Institutions of Postsecondary Education books for credentials issued to any of its students or graduates to be used for enlistment purposes.

#### competency based (adult) education

A type of program using a methodology and often awarding a credential based on success-

ful performance of practical skills, such as checkbook balancing, reading of labels, or mastery of specific academic subject matter and concepts, with or without attendance at class. Often considered an alternative to a GED and often offered in a self-paced format.

#### **COPA Book**

Council on Postsecondary Accreditation used from 86-87 through 92-93 for education verification.

#### **CORPA Book**

Commission on Recognition of Postsecondary Accreditation Book used from 93-94 through 95-96 for education verification.

#### **credentialing plan**

The level and types of degrees, certificates, diplomas, or any other credentials offered by an accredited postsecondary institution listed in the CORPA Book.

#### **currently in high school**

A person currently enrolled in an HS grade other than a senior and has completed the 10th grade of an established HS.

#### **Delayed Entry Program**

An enlistment program which allows an individual to enlist into the Army and delay entry onto AD for a period of up to 365 days. This program is subject to controls, as determined by the Commanding General, USAREC.

#### **delayed status**

Term used for prior service applicants who are holding reservations for AD and awaiting accession date.

#### **Delayed Training Program**

An enlistment program which allows an individual to access into the USAR and delay entry for IADT for a period of up to 270 days (HSSR between the ages of 17 and 18 1/2 may delay their entry up to 360 days; however, they must enlist under the standard training program). This program is subject to controls, as determined by the Commanding General, USAREC.

#### **diploma mill**

An establishment containing the word "school" that in fact is operating for the purpose of creating educational credentials based on a fee rather than academic performance.

#### **education services specialists**

Department of the Army civilians assigned to USAREC as education advisors to Rctg Bns, Rctg Bdes, and HQ USAREC. As staff action officers, ESS have the responsibility for the development, coordination, and administration of the programs designed to promote positive awareness and understanding of the Armed Services Vocational Aptitude Battery, Montgomery GI Bill, Army College Fund, Army Continuing Education System, and Army occupational specialties and careers.

#### **educational tier status**

Enlistment eligibility based on education credentials.

- Tier 1 status is given individuals who attended and completed a graded program of classroom instruction in an established HS; or individuals who have attended an accredited postsecondary institution and successfully completed at least 15 semester or 22 quarter hours of college level credits from a degree-producing program, or 675 clock hours of vocational-technical credits; or individuals who have received an approved adult education program diploma.

- Tier 2 status is given individuals who have earned alternate HS credentials such as test based equivalency certificates or diplomas, occupational program certificates of attendance, correspondence school diplomas, home study diplomas, and HS certificates of attendance.

- Tier 3 status is given individuals who have earned no HS credentials nor the required number of college level credits.

#### **enlistee**

A person who has taken the Oath of Enlistment into the DEP, RA, or USAR Component of the Army and signed applicable portions of DD Form 4 (Enlistment/Reenlistment Document - Armed Forces of the United States) or who have signed an application to transfer to a troop program unit.

#### **equivalency certificate or diploma**

An HS credential issued by a school, an adult education program, or a state or local board of education and based on nontraditional criteria, such as passing the GED, completing correspondence courses, or demonstrating practical competencies.

#### **established high school**

One which contains a student class population (at least grades 10 through 12) and conducts regular day classes within a curriculum that requires attendance and leads to the award of an HSD. Normally the curriculum is of 4 years duration and not less than 3 years. Accreditation of the school is not necessary for it to be considered established. This would also include those "continuation schools" operated by the public school district and funded by the state department of education for students, by age still required to attend the public schools. An established HS less than 3 years old may not contain grades 10 through 12.

#### **evaluating official**

A person authorized to conduct a tier evaluation to determine an applicant's tier status. The primary evaluating official is the Rctg Bn ESS.

#### **experiential learning**

Acquiring skill or knowledge through life experience, rather than through traditional classroom courses. Often associated with nontraditional tier 2 adult education programs.

#### **external means for getting high school credits (or external diploma programs)**

Programs which award credit or diploma for work done outside the traditional classroom environment. Such programs often give credits for life experience, demonstrated competencies in ap-

plied performance, and successful completion of self-paced correspondence courses.

#### **failed to graduate**

HSSR who failed to attain the required amount of credits to graduate with his or her senior class.

#### **general educational development**

The name given to a nationwide (and Canadian) testing program that authorizes states and territories (or provinces) to issue equivalency certificates or diplomas to individuals who pass a series of academic tests.

#### **high school continuation program**

A program which is formally affiliated with an established HS and whose diplomas and transcripts are no different from those issued by the parent HS for their attendance based curriculum. Such a program is usually set up for students who have not yet dropped out of school but whose circumstances warrant special arrangements to continue their education through external means such as independent study. It must not be misconstrued to mean that all alternative HS or adult education programs which provide independent study curriculum are acceptable under this definition.

#### **high school diploma graduate**

- HSDG. Any individual who has received his or her HSD from an established HS as defined in AR 601-210, or

- Midterm HSDG. Any individual who has received a letter from his or her HS stating that all requirements for graduation have been met and the individual is no longer attending school. Verification will be a letter from the HS indicating date of commencement and that the individual was a midterm graduate. These individuals must have their diplomas on or before their AD date.

- Early graduate. Any individual who has completed all class requirements for graduation, is no longer attending classes, and is awaiting the school's commencement date. For these individuals, a letter from the school is required stating that the individual "has completed all class requirements and is awaiting graduation commencement on (specify date), at which time he or she will receive their high school diploma." These individuals must have their diplomas on or before their AD date.

#### **high school junior**

Any individual who is currently enrolled in the 11th grade of an established HS. This status will not change until the senior class graduation commencement date.

#### **high school senior**

Any individual who is currently enrolled in the 12th (or final) grade of an established school and is due to graduate within 365 days.

#### **miniature diploma**

One that is produced in smaller than normal size (usually wallet size) either by the issuing institution itself or by a business soliciting patronage through advertisements printed on the document's reverse side.

**official (certified) transcript**

A copy of a student's education record that has been signed by an official of the issuing institution and contains the school's officially authorized raised seal. In cases where the school does not have a raised seal, a certified true copy signed by an official of the issuing institution is acceptable.

**on-site visit**

Visit conducted to a nonregionally accredited non-public school or public and non-public adult education program. The purpose of the on-site visit is to determine a school's or program's tier classification.

**postsecondary school or institution**

One that provides curriculum at a level beyond that of HS (grades 9 through 12).

**publicly funded**

Education programs that receive public funds from any government (city, county, state, or federal).

**qualifying (or qualified) school official**

The principal, vice principal, registrar, counselor, or custodian of records of a school. A custodian of records includes any official so designated by the principal.

**questionable cases**

Any education credentials of applicants that raise doubt as to their enlistment eligibility (tier) status.

**recruit**

An individual who has taken the Oath of Enlistment, signed applicable portions of DD Form 4, and has reported to AD.

**school**

An academic institution or department (public, private, or parochial) consisting of students comprising one or more grades organized as one unit, with one or more teachers to give instruction of a defined type and housed in one or more buildings.

**secondary school education program**

One that provides a curriculum at the HS (grades 9 through 12) level.

**ship**

To transport an enlistee to a United States Army Reception Battalion. Often used by recruiters with reference to transporting members of the DEP and DTP to MEPS for final processing prior to departing for AD or active duty for training.

**successful completion (of a course, curriculum, or program)**

Fulfillment of all requirements for earning a passing score in a course or obtaining a credential from a curriculum or program.

**tier classification**

The classification (tier 1, tier 2, tier 3, tier evaluation required) given a school or program which is determined from the information obtained during an on-site visit.

**tier evaluation**

The process of reviewing an applicant's education credentials for enlistment in the Army. The purpose of a tier evaluation is to determine an individual's tier status.

**tier status**

The status (tier 1, tier 2, tier 3) of an individual which is determined by the evaluating official who completed the tier evaluation.